

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-R7-03-10366/0001	3. EFFECTIVE DATE 12/19/03	4. REQUISITION/PURCHASE REQ. NO. PR-R7-03-10366	5. PROJECT NO. (If applicable)
6. ISSUED BY EPA Region 7 901 N. 5th Street RFMB/AAMS Kansas City, KS 66101		7. ADMINISTERED BY (If other than Item 6) Not Applicable.	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-R7-03-10366
		✓	9B. DATED (SEE ITEM 11) 12/03/03
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If required)			
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.			
(✓)*	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A		
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		
	D. OTHER (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to incorporate the transcript of the preproposal conference and to provide the questions and answers received prior to the cut-off for all interested parties.			
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		MARIE D. NOEL	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
 <i>(Signature of person authorized to sign)</i>		 <i>(Signature of Contracting Officer)</i>	

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PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

QUESTIONS/ANSWERS

1. Section L.6 Proposal Instructions, Technical Proposal, Page L-3 of 6 in the RFP states that a 5 page (double sided allowed) limitation is required for each of the 5 criteria, or a total of 25 double sided pages. Can one criteria be longer than the 5 page limitation as long as the entire Technical Proposal is equal to or less than 25 double sided page limitation?

L.6 states that "Each criterion narrative is limited to 5 sheets of paper (doublesided allowed)...". It does not state "equal to or less than 25 double sided page limitation". The answer to your questions is , no write-up of a single criterion may be longer than 5 pages as described in L.6.

2. With regards to evaluating the technical factors, is the order of importance as follows:

1. Specialized Experience and Technical Competence
2. Past Performance
3. Capacity, Professional Qualifications, and Management Ability (equal importance)

Yes. This is stated in Clause L.6 .

3. How much more weight is placed on Specialized Experience and Technical Competence than Past Performance? Is the combined weight of Capacity, Professional Qualifications, and Management Ability the same or more than Specialized Experience and Technical Competence? For example, out of 100 points, is Specialized Experience 40 pts., Past Performance 30 pts., Capacity 10 pts., Professional Qualifications 10 pts., and Management Ability 10 pts.?

Clause L.6 states the order of importance of each criterion as stated above. Exact weights will not be provided. The 5 technical criteria, when combined, are slightly more important than overall price (Clause M.2).

4. May we provide resumes in an addendum without page limitation, to be used in the technical evaluation for Key Personnel and Experience?

There is no criterion with that title. The Key Personnel clause sites just one position, that of an on-site manager. That proposed individual and his/her experience would be discussed along with the proposed staff's experience under the criterion, Professional Qualifications. The criterion to which EPA believes you refer is Specialized Experience and Technical Competence. The offeror is required to provide - within page limitations specified - a narrative which demonstrates knowledge and experience in records management support services as it relates to CERCLA and other environmental statutes. This might include discussion of contracts performed, their magnitude in terms of cost or complexity, innovations implemented etc. No additional documents of any kind will be evaluated.

5. Will background checks be required for incumbent personnel transitioned to the new contract? Have background checks been completed on all incumbent personnel?

A new or repeat background check for "transitioned" employees as you describe is not necessary under the current requirement. The current contractor is compliant with all requirements of their contract.

6. To determine staffing levels required, can we get additional quantification of tasks? The contract requires various work efforts to be quantified and placed in reports. Can you provide copies of these deliverables for the previous year, or for the busiest quarter in the previous year? If not, can you quantify the average processing time for the 8,500 requests that is quantified in the PWS (p.1)?

As stated at the pre-proposal conference, currently a staff (including the site manager) of 23 individuals is utilized to ensure all activities are completed in an acceptable and timely manner. However, there is no specified number of individuals required. As long as the acceptance criteria are met, staff size is not an issue.

The most commonly performed activities which represent the bulk of the workload are: document coding, indexing, filing, document retrieval, FOIA request, and scanning. On average, the number of documents processed per quarter are as follows: SPFD - 118,749; RCRA - 7,173; and Regional - 6,046.

7. Incentives/Disincentives: 5.0 Incentives - the PWS states that the incentive is equal to 2.5% of the fixed monthly amount. The incentive is paid on a quarterly basis when the contractor achieves a minimum of 95% rating for all three months in the quarter. If the contractor achieves a minimum of 95% rating for all three months in a quarter with a fixed monthly amount of \$10,000, is the incentive paid for that quarter \$250 (2.5% of the monthly \$10,000) or is it \$750 (2.5% of each of the three months in that quarter)? Is this computed the same for Incentive No. 1 and Incentive No.2? 6.0 Negative Incentives - Are the negative incentives assessed monthly while the positive incentives are assessed quarterly?

The PWS states "An incentive equal to 2.5% of the fixed monthly amount..." for Incentive #1 and states "An incentive of 2.5% of the value of one months's compensation..." for Incentive #2. Yes, in your described scenario, the amount of the incentive would be \$250 and could be invoiced only each quarter after receiving authorization from the Project Officer.

The negative incentive can be assessed each month. The procedure for this would be that the Project Officer would deduct 2.5% from the invoice billing the monthly fixed amount.

8. On p. I-3 of the Solicitation, a Computer Operator is mentioned along with two classes of General Clerk. The Records Management Handbook mentions an automated system. Is the operation of this system under the purview of the Computer Operator(s)? Does the automated system look different today from the automated system of 12 years ago? The list of equipment appears to be all office equipment, not the type of specialized equipment that a computer

operator would be required for. What tasks or equipment or systems are operated by the computer operator(s), and what shifts are covered?

You refer to Clause I.4 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42)(MAY 1989). The purpose of this clause is to indicate a level of employee skills required, using the Service Contract Act Directory of Occupations. Under the current contract it was determined that the labor categories stated in this clause are representative of the level of federal employee that would be utilized if the services were not contracted out. The Directory of Occupations states that a Computer Operator resolves common error conditions and in response to error conditions, may deviate from standard procedures if the standard procedures do not provide a solution. In addition, they refer problems which do not respond to corrective procedures. There is a need under this requirement for such services relative to data entry and scanning using computer software. Although "Computer Operator" is not perfect terminology for this activity, the level of knowledge and expertise is fairly equivalent. EPA has an IT contractor on-site that services the "system" itself. The automated system is not the same as what was in place 12 years ago. There is no "shift work". Hours of operation (and contractor coverage required) are stated on page 1 of the PWS.

9. The Records Management Handbook is 12 years old. Has there been any significant changes since 1992 in the way that Records Management is done at EPA? Is there a more recent revision of the handbook available?

There have been no significant changes in the manner in which records management is performed and the 1992 Records Management Handbook is the latest version.

10. Is there any backlog? How big is it? How much backlog is tolerated? Will the new contractor be responsible for removing the backlog?

There is no backlog on routine work. No backlog is acceptable on routine work.